CPPS USER MANUAL
AND GLOSSARY
CPPS ACTIONS WITH SUBTYPES

Colorado Department of Personnel & Administration

Division of Human Resources	Central Payroll	Technology Management Unit
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Employee Actions and Action Reporting Subtypes

Action	Action Reporting Subtypes	Description/Notes	Personnel Update Menu Transaction
01 - New Hire		Use this action when hiring an employee who has never been employed by the State or when then are no current CPPS records to be transferred from another Org such as with a transfer from CU or CSU.	New Hire Workflow
02 - Leave of absence with full/partial pay or benefits		Use this action for situations where the state is paying some compensation for the employee, even just benefits. This action should be used for 'make whole' situations.

There are no subtypes because the LOA Reason indicates the detail. | Change Workflow |
| 03 - Leave of absence without pay | | Use this action for leave situations where the state is not paying any compensation, even benefits.

There are no subtypes because the LOA Reason indicates the detail. | Change Workflow |
| 04 - Return from leave of absence | | Use this action when an employee is returning from Leave, with or without pay or other compensation. | Change Workflow |
| 05 - Separation | | Use this action when the employee is leaving state employment or transferring to CU or CSU. If the employee is transferring to any of the other 4-year colleges, any Community College, or other branch of government whether within or between the Classified, Non-Classified, or Judicial systems, use the Employee Transfer/ID Change transaction on the Personnel Update Menu to transfer the CPPS records to the receiving organization.

There are no subtypes because the Separation Reason indicates the detail. | Change Workflow |
| 06 - Promotion | FA – Reappointment

FB – Reallocation/Reclassification

PN - System Maintenance Study | Use this action when the employee is promoting according to the definition in the applicable HR system. For example, in the Classified system the employee is promoting when moving to a job class with a higher Class Maximum Rate then their current job class. The employee may be transferring to another organization with the promotion. The original organization will use the Employee Transfer/ID Change transaction on the Personnel Update Menu to transfer the employee's records to the new organization. The new organization would then enter the appropriate personnel action to make the employee's new job assignment and complete other data. That personnel action might be a Promotion, Demotion, or Transfer according to the applicable | Change Workflow |

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		HR system rules and definitions.	
07 - Job reclassification	PN - System Maintenance Study	This action is for Judicial and Non-classified use to change the job classification for an employee. For Classified employees use the appropriate movement action, Promotion, Demotion, or Transfer, with the appropriate Action Subtype, like Reallocation, that applies.	Change Workflow
08 - Demotion	FA – Reappointment FB - Reallocation/Reclassification HA – Voluntary HB - Disciplinary Action PN - System Maintenance Study	Use this action when the employee is demoting according to the definition in the applicable HR system. For example, in the Classified system the employee is demoting when moving to a job class with a lower Class Maximum Rate then their current job class. The employee may be transferring to another organization with the demotion. The original organization will use the Employee Transfer/ID Change transaction on the Personnel Update Menu to transfer the employee's records to the new organization. The new organization would then enter the appropriate personnel action to make the employee's new job assignment and complete other data. That personnel action might be a Promotion, Demotion, or Transfer according to the applicable HR system rules and definitions.	Change Workflow
09 - Job assignment change	GA - Vacating one of multiple positions GB - Hire to additional position	This action's purpose to manage setting up or ending job assignments for employees working in more than one position at a time. This action should also be used, with the appropriate Action Subtype, for hiring the employee into an additional concurrent position in the organization or for separating the employee from one of multiple concurrent positions. In these cases the user may choose to do the change workflow in order to update both the job assignment screen and the job performance to record the probation/employee status information for the new job class. The job performance information may also be updated in a separate transaction with the same or different Action Code, like 11 - Other Data Change.	Job Assignments
10 - Transfer	FA – Reappointment FB - Reallocation/Reclassification PN - System Maintenance Study	Transfers may be within or across organizations. When a transfer includes a change of organization, the Personnel Update Menu Transaction 10, Employee Transfer/ID Change is used first. The sending organization uses that menu transaction to push the employee's records to the receiving organization and separate the employee from the sending organization. The receiving organization then uses the appropriate personnel action to complete the employee's	For transfers across Orgs the sending Org would use Employee Transfer/ID Change. For transfers within an Org or for a receiving Org use the

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		records for that new organization. The personnel action for the movement may be a Transfer (Action Code 10), a Promotion (Action Code 6), or a Demotion (Action Code 8).	Change Workflow transaction. If the employee is transferring from CU or CSU and there is no previous record in the receiving Org use the New Hire Workflow.
11 - Other data change	HB - Disciplinary Action KA - Probation/Employee Status Change KB - Adjusted Service Date Change for LWOP KC - Adjusted Service Date Change for Break in Service of 90 days or less KD - Adjusted Service Date Change for Reemployment KE - Performance Rating	This action should be used for any data update that is not a correction and does not fall under any of the other types of actions. It will apply for many different data updates but should not be used for employee hires, separations, movements, and pay adjustments. In general this action applies to those changes that don't involve a change of position, class, or pay for the employee. Examples include the following: Updating the Adjusted Service Date for Leave without Pay Updating Personal Data such as a home address or Veteran Type Entering Performance Ratings Certifying the employee Adding or updating Agency Tracking Dates Changing Emergency Contact Information Adding or changing the Alternate Address Adding or changing the Kronos Labor Levels and Pay Rule Adding or updating any biographic data, like as Work Experience Entering data for Health & Safety, Grievances, or Disciplinary Events	Depending on the data to be updated, select the menu transaction to access the appropriate screen such as Personnel Action, Personal Data, Alternate Address, Job Performance, Educational Background, Work Experience, Languages and Skills, Licenses and Honors, Health and Safety, Grievances, or Disciplinary Actions.
12 - Data correction	LA - Pay Rate Correction LB - Appeal Correction LC - Service Date Correction	This action should be used for data correction from errors on previous actions. In many cases, if an action is interrupted, it is possible to enter a menu transaction and continue completing the action by entering the same action code and effective date. If an action cannot be continued in that way, use the data correction action to fix errors.	Depending on the data to be corrected, select the menu transaction to access the appropriate screen such as Personnel Action, Personal Data,

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		Depending on the data to be corrected, select the menu transaction to access the appropriate screen such as Personnel Action.	Alternate Address, Job Performance, Educational Background, Work Experience, Languages and Skills, Licenses and Honors, Health and Safety, Grievances, or Disciplinary Actions.
13 - Auto-assign Employee ID - Initial Employment		This action is not currently used.	None
14 - Rehire	NA - Reemployment NB - Reinstatement	Use this action when hiring an employee who has previously worked in some capacity for the State.	Change Workflow or New Hire Workflow (if there is no record in the hiring Org)
15 - Employee Self-Service change		System generated when an employee updates their record through Employee Self Service.	None
80 - Pay Adjustment	HB – Disciplinary Action PA - Movement in or out of SES PB - Removal from Save Pay PC - Voluntary Reduction PD - Restore from Voluntary Reduction PE - Compression/Matching PF - Counter Offer PG - Delayed Promotional Increase PH - Delayed New Hire Increase PI - Performance Pay PJ - Professional Development	This action is used with the appropriate Action Subtype for many kinds of pay changes, base and non-base, that are not part of another personnel action like a promotion. Evaluate the action codes and the action subtypes to select the correct combination to use. Even though this is one action code, its subtypes are very important for documenting circumstances of an employee's work situation and changes in pay. They are also important for analysis of the circumstances and pay change patterns across the workforce. This action code will most often be used with a subtype. The subtype is essential with a change to base pay. In some cases, however, the action code may be used without a subtype when a separate earnings code will provide adequate explanation, such as with a temporary pay differential.	Job Assignments

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	PL - Restore from Disciplinary Reduction PM - Annual Compensation Survey PN - System Maintenance Study PO – Movement within Broad Band		
88 - Payroll/Benefits Change		This action is used when making changes to an employee's payroll or benefits data not related to a personnel action. This action code will be used the most often with personnel updates to Payroll and Tax Data, Wage Attachments, and Payment Disposition Data as well as most Benefits update transactions. For Job Assignments, this action will mostly be used for adding or adjusting fields in the account lines such as changing cert codes or entering additional earnings codes.	Personnel transactions Job Assignments, Payroll and Tax Data, Wage Attachments (these are entered by Central Payroll), and Payment Disposition Data; Select Benefits transaction depending on what data is to be updated.
71 - Deleted record (display-only)		System generated.	None
72 - Organization transfer, status O, C, T (display-only)		System generated.	None
73 - Employee ID change, status X (display-only)		System generated.	None

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